

ILLEGIB

## Office Memorandum • UNITED STATES GOVERNMENT

TO : All Activities Located in Tempo M and Q Buildings DATE: 10/1/78

FROM : Chief of Procurement

SUBJECT: Revised Schedule for Building Supply Room Located in 1152 Q Building

25X1A

1. In accordance with Central Intelligence Agency Notice [REDACTED] dated 19 July 1951, Subject: Conservation and Utilization of Manpower in the Federal Government, one storekeeper will be utilized to maintain the two Building Supply Rooms now located in 1152 Q and 340 South Buildings.
2. This arrangement will necessitate a change in the hours for which the supply room in Q Building is kept open for the issuance of expendable supplies; therefore, effective 8 October 1951 the supply room in 1152 Q Building will be open only from 9:00 a. m. to 12:00 noon, on a daily basis, Monday through Friday.
3. Emergency requests for expendable supplies required during the period of time for which the supply room in Tempo Q Building is closed will be directed to Room 340 South or Room 302 North Building.

25X1A9a

012

22/3/78

82